

**ARKANSAS WATER WELL CONSTRUCTION COMMISSION**  
**101 EAST CAPITOL, SUITE 350**  
**LITTLE ROCK, ARKANSAS 72201**  
**(501) 682-1025**

**PROCEDURE FOR PUMP INSTALLER REGISTRATION**

1. The applicant should submit the following to apply for a driller registration:
  - ☐ Completed application form
  - ☐ Letter from an Arkansas Water Well Contractor - Notarized
  - ☐ Letter from a customer
  - ☐ Ten-year work history
  - ☐ Proof of two (2) years experience (W2's, registration in other states, etc.) **(In the absence of W2's appearance before the Commission)**
  - ☐ \$25.00 application fee
2. The Commission generally meets on the first Friday in January, March, May, July, September and November of each year. **The Commission may not consider applications, received two (2) weeks or less prior to a scheduled Commission meeting, if the staff has not had adequate time to verify the information on the application.**
3. The application will be considered during a Commission meeting and the staff will inform the applicant of the Commission's decision.
4. Once the applicant has been approved to take the exam, study material will be mailed to the applicant. The applicant will have to come to Little Rock on a scheduled test date to take the exam.
5. If an applicant fails an exam, the exam can be retaken on another day. Application fees will be forfeited and a new application required if the exam is not passed within **120** days after the Commission meeting.
6. There is a \$70.00 registration fee due once the applicant passes the exam. The applicant is considered certified when the applicant passes the exam and pays the registration fee.

## **EXAMPLE LETTERS**

### **A Letter from a Contractor**

Doe Drilling Company, Inc.  
Plain Old, Arkansas 99999  
Phone (501) 999-9999

December 1, 2002

Mr. J. Randy Young, Director  
Arkansas Water Well Construction Commission  
101 E. Capitol, Suite 350  
Little Rock, AR 72201

Dear Mr. Young:

I certify I know Mr. \_\_\_\_\_ and believe him to be of good moral character. I have personal knowledge of his ability to \_\_\_\_\_ and I believe he meets or exceeds all requirements for certification. I recommend he be issued a Registration Certificate and certified in \_\_\_\_\_.

I swear and affirm that the above testimony is true.

Sincerely,

J. D. Doe, President  
Doe Drilling Company, Inc.

State of \_\_\_\_\_  
County of \_\_\_\_\_

Subscribed and sworn before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My commission expires:

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

### **A Letter from a Customer**

XYZZ Chemical Corporation  
Product, AR 77777  
Phone (501) 777-7777

December 1, 2002

Mr. J. Randy Young, Director  
Arkansas Water Well Construction Commission  
101 E. Capitol, Suite 350  
Little Rock, AR 72201

Dear Mr. Young:

I certify I know Mr. \_\_\_\_\_ and believe that he has good moral character.

He helped to \_\_\_\_\_ on or about \_\_\_\_\_, 20\_\_ at my business located  (somewhere) .  
Mr. Doe was employed by Doe Drilling at the time and I am very pleased with their work.

Sincerely,

J. R. Well Owner, CEO  
XYZZ Chemical Corp.

## TEN-YEAR HISTORY

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Date:      From \_\_\_\_\_ To \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Position Held/Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Date:      From \_\_\_\_\_ To \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Position Held/Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:      From \_\_\_\_\_ To \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Position Held/Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make copies of this form and attach additional sheets if necessary.

Attach W-2s or list license numbers for drilling experience, if licensed previously or in other states.

Also attach copies of other professional licenses (i.e. Geologist, Engineer etc.).

# ARKANSAS WATER WELL PUMP INSTALLER REGISTRATION CERTIFICATE APPLICATION

**INSTRUCTIONS:** Please use a typewriter to complete this form. Incomplete or inaccurate information will slow processing of your application. Applications received late or not completely processed prior to meetings, will be considered at the next meeting. For yes or no responses, circle the answer that is correct. Social Security Numbers are for identification purposes only and will not be released to the public. Applications must be signed by the applicant and notarized. Remit only test fees with this application. Be sure to complete all of the form. Make check payable to Arkansas Water Well Construction Commission (AWWCC). Attach 10-year work history with phone numbers, letter from customers, W-2s or other proof of experience.

<b>Full Name:</b> (First Name, Middle Initial, Last Name)		<b>Social Security Number:</b>		
<b>Street Address:</b>		<b>Mailing Address:</b> (If not same as street address)		
<b>City:</b>		<b>County:</b>		
<b>State:</b>		<b>Home Phone Number:</b> (     )		
<b>Zip:</b>		<b>Work Phone Number:</b> (     )		
<b>Date of Birth</b> (mm/dd/yy)	<b>Height:</b>	<b>Weight:</b>	<b>Hair Color:</b>	<b>Eye Color</b>
<b>Sex:</b> Male     Female	<b>Ever convicted of a felony?</b> Yes   No	<b>US Citizen?</b> Yes   No	<b>Resident of AR?</b> Yes   No	<b>Can applicant read?</b> Yes   No
<b>Circle Highest Grade Completed:</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Degrees:				
<b>If you obtained a GED circle 12.</b>				
<b>Number of Years Experience in Water Well Construction?</b>				
<b>Have you ever had an Arkansas Water well Driller Registration Certificate revoked?</b> Yes   No				
<b>Employed By:</b> (Name of Business)			<b>Contractor Number:</b>	
<b>Business Street Address:</b>			<b>City:</b>	
<b>State:</b>	<b>County:</b>		<b>Zip:</b>	
List other states and license numbers where you hold a water well driller license. Also list any professional licenses or credentials you hold (i.e. Professional Geologist or Master Plumber etc.)				

**Office use only**

<b>Amount</b>	<b>Receipt #</b>	<b>Issue Date</b>	<b>Reg. # PI</b>
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Applicants must remit a \$25.00 test fee.

Do NOT remit the \$70.00 registration certificate fee until the applicant successfully passes the examination. Remit the test fee and late penalties with this application.

**ABOUT THE EXAMINATIONS:** The exam will cover the Water Well Construction Act, The Water Well Construction Code Rules and Regulations and general knowledge. After this application is approved you will receive a correspondence course and test title in the mail. You will have 120 days to complete the test and return it to the Arkansas Water Well Construction Commission office.

I hereby certify that the information remitted on page 1 and page 2 of this form is true and correct; that I have knowledge of the Water Well Construction Act, and regulations pertaining to water well construction; and that I have no less than two years experience in Water Well Construction.

Witness \_\_\_\_\_ Signed \_\_\_\_\_

**THIS FORM MUST BE NOTARIZED**

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_

My Commission expires:

Signed:

**APPLICATION VERIFICATION COMMITTEE REPORT**  
**DRILLER & PUMP INSTALLER REGISTRATION REQUIREMENTS**

ACT 641 OF 1969:

- 18 years of age
- Good Moral Character
- Knowledge of the Rules and Regulations
- 2 Years Experience
- Examination
- Annual Registration Fee of \$70

Note: 40-hour driller course in lieu of 2 years experience removed from law in 2001 legislative session. Also, Commission directed staff to remove 40-hour pump installer course from the act as part of the revisions to the Act, in the 2003 session.

PROMULGATED RULES AND REGULATIONS:

- \$25 Examination Fee **per exam**

POLICY AND/OR STANDARD OPERATING PROCEDURES:

- Application Form
- W-2's or Proof of Experience
- Commission may request Contractor who signs letter for applicant interview if W-2 not available
- Commission requests applicant interview if W-2 not available
- Proof of license in other State's if applicable
- One letter from a licensed Arkansas water well contractor - Notarized
- One letter from a customer
- 10-year work history
- 2 years experience required by Act 641 must be within the last 10 years
- Minimum passing score on test provided in accordance with Act 641 is 70 percent (September 1991).

Revised 3/10/03